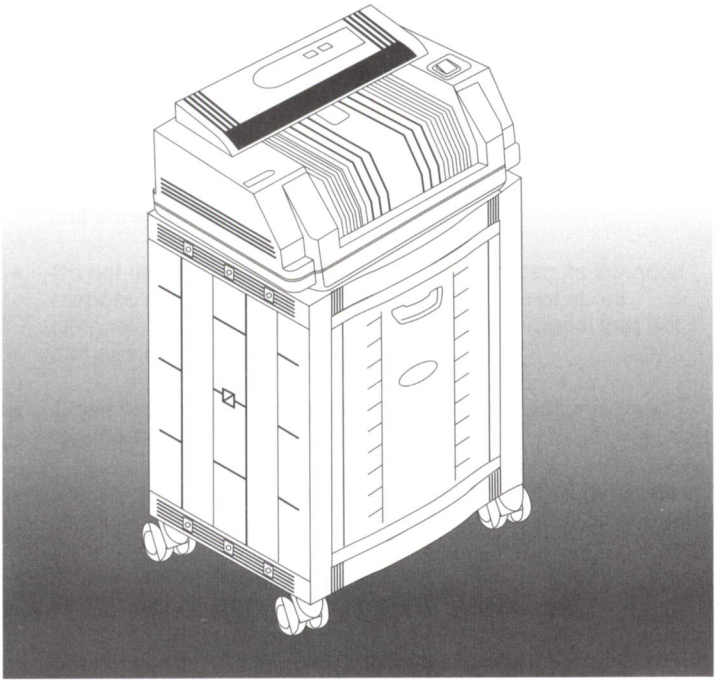
CROSS - CUT

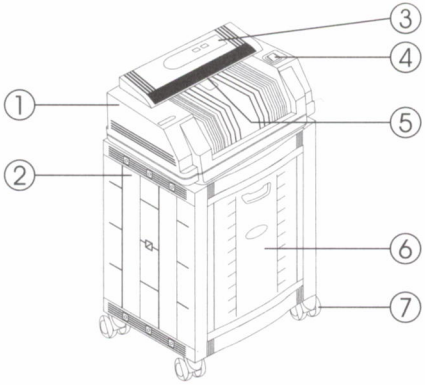
PAPER SHREDDER



OPERATION INSTRUCTIONS

READ AND SAVE THESE INSTRUCTIONS

PARTS IDENTIFICATION



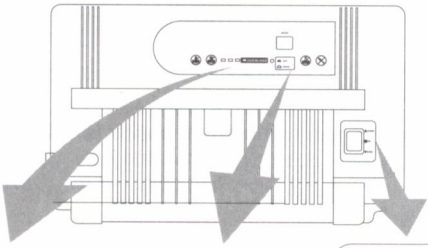
1. Cross-Cut Shredder
2. Rolling Cart
3. Operation Panel
4. Direction Switch
5. Paper Feed Opening
6. Waste-Basket
7. Caster

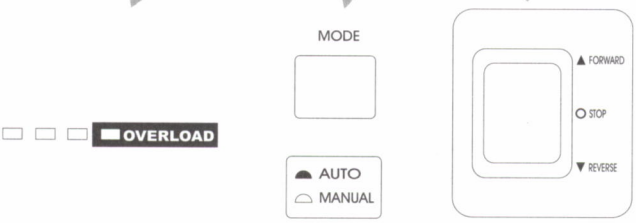
PACKING LIST

Please notice that you should have the following items packed within the shredder carton:

1) Operating Instructions Booklet
2) Warranty Card
3) Assembly Instructions Sheet
4) Cross Cut Paper Shredder
5) Rolling Cart
6) Waste-Basket
7) Spare Fuse

FEATURES





- Cross Cutting paper into tiny confetti size paper pieces.
- Continuous shredding a maximum of 12-sheet at a time.
- Automatic / Manual mode.
- Forward and reverse mode.
- Built-in load indicator.
- Shredder automatically stops when shredding capacity is exceeded.
- Built-in thermal protection to prevent machine from overheating.
- Automatic cool down mode.
- Safety protection when shredder or waste basket is removed from the rolling cart.
- Capable of shredding computer paper up to 9½" wide.
- Emergency stop function.

INSTALLATION

Refer to enclosed Assembly Instructions.

OPERATION

1) Check the following.

A. The shredder is correctly placed on the rolling cart. (Figure 1)

B. The four squares on the top of the stand are fitted into the four slots on the bottom of the shredder. (Figure 1)

C. The waste-basket is completely inserted into the rolling cart.

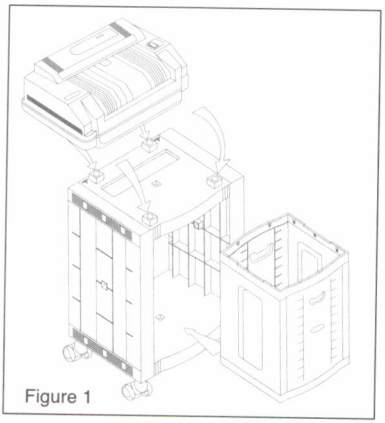


Figure 1

2) Plug the power cord into AC wall outlet (see figure 2).

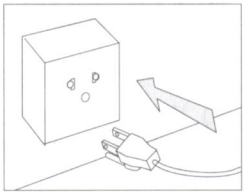


Figure 2

3) Press DIRECTION switch to ▲ (FORWARD) position (see figure 3).

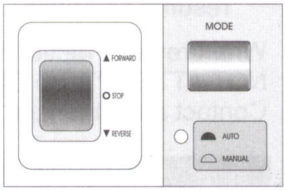


Figure 3

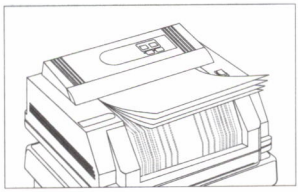
4) (a) **For automatic operation, press MODE switch to AUTO** (see figure 3).

Most shredding can be done in the AUTO mode. Inserting paper into the Paper Feed Opening will trigger the mechanical switch that starts the shredder automatically. When paper is shredded, the shredder will automatically shut off within a few seconds.

(b) **For continuous operation, press MODE switch to MANUAL** (see figure 3).

Pressing the MODE switch to the MANUAL position causes the cutter to rotate continuously in a forward motion. This manual position is used most often when shredding thin or lightweight paper that may not activate the mechanical switch.

5) Always insert paper completely straight into the Paper Feed Opening.



EMERGENCY STOP

In case of emergency, stop the shredder by pressing the DIRECTION SWITCH to O (Stop).

RECOMMENDED DUTY CYCLE

In order to extend the life of the shredder, it is highly recommended that you follow the duty cycle below.

Number of sheets	Max. Continuous working cycle	Cool down cycle
12	5 minutes	60 minutes

CAUTION

* SHRED MAXIMUM 12 SHEETS AT ONE TIME!
* AFTER 5 MINUTES (MAXIMUM) OF CONTINUOUSLY SHREDDING 12 SHEETS AT A TIME, DO NOT OPERATE UNTIL THE SHREDDER IS COOL DOWN (FOR AT LEAST 60 MINUTES.)

GENERAL SAFEGUARDS

To guard against injury, the following basic safety precautions must be observed in the installation and use of this shredder. For your own safety, **DO NOT ATTEMPT TO INSTALL OR OPERATE THE SHREDDER UNTIL YOU READ ALL THESE INSTRUCTIONS**. Please keep these instructions near the shredder for future reference.

- Keep hands, long hair, clothing and other loose articles, such as necklaces or ties, away from paper feed opening and shred outlet.
- Do not use the shredder for anything other than its intended purpose of shredding paper documents. Do not shred cloth, plastic, cardboard, or any other hard material that will damage the shred blades.
- Close supervision is necessary when the shredder is used by or near children.
- Do not operate with a damaged power cord or plug, after it malfunctions or after it has been damaged in any manner.
- Unplug the shredder before servicing, moving it, or when it is not used for an extended period of time.
- Do not disconnect the plug by pulling the cord. Hold the plug when pulling it out.
- Place the shredder on a sturdy and level platform.
- Keep the shredder away from direct sunlight to prevent discoloration of plastic enclosure.
- Do not attempt to repair / disassemble the shredder unless you are advised by the authorized service personnel.

CLEARING PAPER JAM

1) Press DIRECTION SWITCH to REVERSE.
2) Wait until the paper jam is completely cleared away before proceeding. (Pull the jammed paper by hand if necessary.)
3) Press DIRECTION SWITCH to FORWARD to resume operation.

When reverse motion fails to clear the paper jam, DO NOT ATTEMPT TO OPEN THE MACHINE HOUSING. Contact an authorized service center.

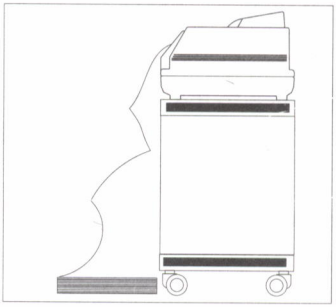
SHREDDING 9.5" CONTINUOUS FORM COMPUTER PAPER

1) Press DIRECTION switch to ▲ (FORWARD) position.

2) Press MODE switch to MANUAL.

   MANUAL mode is recommended for continuous shredding.

3) Feed the continuous computer paper into the paper feed open. Make sure it is aligned properly.



LOAD INDICATION AND OVERLOAD PREVENTION

The load indicator displays the relative amount of strain being placed on the machine when shredding. When all green lights are lit, the machine is running at the maximum allowed capacity. IF MAXIMUM LOAD IS EXCEEDED, THE RED OVERLOAD LIGHT WILL LIT UP AND INTERMITTENT BEEPING WILL BEGIN UNTIL LOAD IS REDUCED.

The machine will then STOP SHREDDING UNTIL THE PAPER IS CLEARED BY SWITCHING TO REVERSE MODE. To resume operation, simply switch to either auto or manual operation in forward mode.

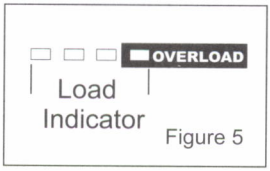


Figure 5

THERMAL PROTECTION

A thermal protection device is installed to prevent the motor from overheating. **WHEN THE MOTOR REACHES THE OVERHEATING TEMPERATURE, THE SHREDDER WILL STOP AUTOMATICALLY** and the **RED OVERLOAD LIGHT** (Figure 5) **WILL BE ACTIVATED** for indication.

When the temperature of the machine decreases below the overheating point, the red overload light will go off and the shredder will then be ready for shredding. To prolong the life of the machine, **DO NOT RESUME OPERATION FOR 60 MINUTES** allowing the shredder to fully cool down to room temperature.

TROUBLE SHOOTING

SYMPTOM	CAUSE	REMEDY
Shredder does not run	Power cord not plugged in	Plug power cord into power outlet
	The waste-basket is not fully inserted into the rolling cart.	Fully insert the waste-basket into the rolling cart.
	Paper does not trigger paper detection sensor	Change to MANUAL shredding mode.
	Shredder is not correctly sitting on the rolling cart.	Align the feet of the shredder with the square blocks on the rolling cart.
Shredder does not run with Intermittent beeping signal.	Shredder is overloaded.	Refer to LOAD INDICATION AND OVERLOAD PREVENTION section.
Shredder does not run and overload light is ON	Shredder is overheated.	Refer to THERMAL PROTECTION section.
	Waste-basket is full.	Empty the waste-basket and put it back inside the rolling cart.
Shredder does not stop after shredding in AUTO mode	Automatic paper detection sensor is blocked	Contact the authorized service center.

SPECIFICATIONS

Power Source:	120V AC 60Hz
Rated Current:	4 Amps
Rated Power Consumption:	450 Watt
Shred Size:	5.5 mm X 6.0 mm
Feed Opening:	9½"
Max. Shredding Capacity:	12 sheets of 20 lb. Paper
Shred Speed:	7.5 f t/ min. at 12 sheets
Dimensions (L X W X H)	
Shredder Only:	15.9"x12.4"x7.7"
With Rolling Cart:	15.9"x12.4"x27.8"
Weight:	30 lbs. (Main Unit) 44 lbs. (Whole Unit)

IMPORTANT

If the shredder does not operate properly when the instructions are followed, adjust only those controls that are covered by this manual. Improper adjustment may require extensive work by a qualified technician to restore the shredder to normal operation.

IF YOU HAVE ANY QUESTION OR NEED SERVICE ON YOUR SHREDDER, PLEASE CALL 1-800-678-5891

ATTENTION

TO EXTEND THE LIFE OF YOUR SHREDDER, YOU ARE ENCOURAGED TO UTILIZE THE FOLLOWING RECOMMENDATIONS:

NUMBER OF SHEETS

Your shredder will take a maximum of 10-12 sheets, depending upon the thickness of the paper you are shredding. However, due to the fact that paper is rarely inserted completely straight and that paper may reach the edges and begin folding over on itself, the paper load can quickly double and redouble which will cause jams and possibly damage the cutting head. We recommend that you make a practice of inserting only 5-8 sheets at a time which will allow the paper to crinkle and fold and still remain within the maximum of 10-12 sheets.

(FOR DETAILS, PLEASE REFER TO THE OPERATION GUIDE.)

DUTY CYCLE

The duty cycle on your shredder is actually 10 minutes, but most people don't have a stop watch with them when they are shredding paper. By thinking in terms of 5 minutes, you probably will not go over the maximum time limit. Allow your shredder to cool down for at least the length of time that you have been shredding.

PAPER JAMS

Follow the instructions on your shredder, if enough paper is easily reachable, gently assist paper from the machine. Paper should come back out with relatively clean front edges.

Cut out and place the recommendations below close to your shredder.

SAMPLE ITEMS THAT SHOULD NOT BE SHREDDED IN YOUR SHREDDER:

CREDIT CARDS OR OTHER PLASTIC OBJECTS
GUMMED LABELS • TRANSPARENCIES
PAPER CLIPS • PHOTOGRAPHS • CARDBOARD
FILE FOLDERS WITH METAL INSERTS

IMPORTANT

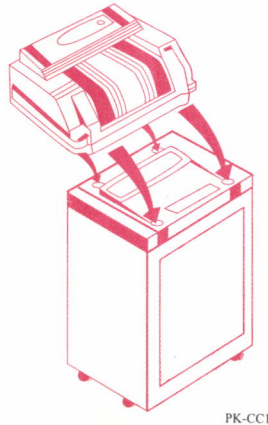
IN ORDER TO EXTEND THE LIFE OF YOUR SHREDDER, PLEASE OBSERVE THE FOLLOWING RECOMMENDATIONS:

- **SHRED AN AVERAGE OF 5-6 SHEETS AT ONE TIME!**
- **RUN CONTINUOUSLY NO MORE THAN 5 MINUTES!**
- **ALLOW 60 MINUTES TO COOL DOWN BEFORE RESUMING SHREDDING**

Place these instructions near machine for future reference.

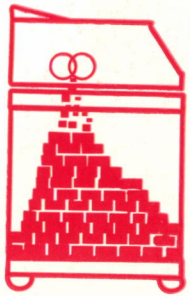
ATTENTION

PLEASE PLACE THE SHREDDER ON THE ROLLING CART. MAKE SURE THE FOUR SQUARE BLOCKS ON THE TOP OF THE ROLLING CART ARE FITTED INTO THE FOUR SLOTS ON THE BOTTOM OF THE SHREDDER.



CAUTION: CLEAN WASTE BASKET REGULARLY

THE ACTUAL PAPER WASTE COULD BE HIGHER THAN BY JUST LOOKING THROUGH THE FRONT OF THE WASTE BASKET. TO AVOID CLOGGING, WHICH WILL CAUSE DAMAGE TO THE MACHINE, PLEASE CLEAN THE WASTE BASKET REGULARLY.



Paper Shredder Limited Warranty

Your paper shredder is warranted to be free of defects in material and workmanship for a period of 1 year from the date of purchase. if your shredder should fail to work during the first 1 year due to any factory defects it will be repaired or replaced. Return the defective shredder in its original carton, freight prepaid, using a traceable method to the address listed below. Upon examination at the factory, the unit will either be repaired or replaced. This warranty is void if the shredder has been misused in any way, Allow 2-4 weeks for reshipment to arrive.

PLEASE : CONTACT OUR CUSTOMER SERVICE DEPARTMENT AT
1-800-678-5891, 9am-5pm MON-FRI EASTERN STANDARD TIME

ACHIEVER SHREDDERS
6073 N.W. 167th STREET, C-5, MIANI, FL 33015,

CUSTOMER SERVICE
TEL: 1-800-678-5891 FAX: 1-800-399-0792

5054754

ASSEMBLY INSTRUCTIONS

Assemble your shredder step by step, as shown in the illustrations. If you have any questions, please do not hesitate to contact the service center at 1–800–678–5891.

ASSEMBLY LIST

1. Shredder Main Unit
2. Rolling Cart
3. Waste Basket

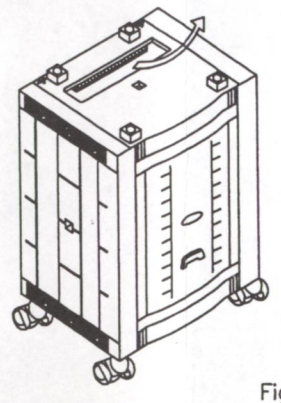


Figure 1

Remove the foam between the top cover of the cart and waste basket.

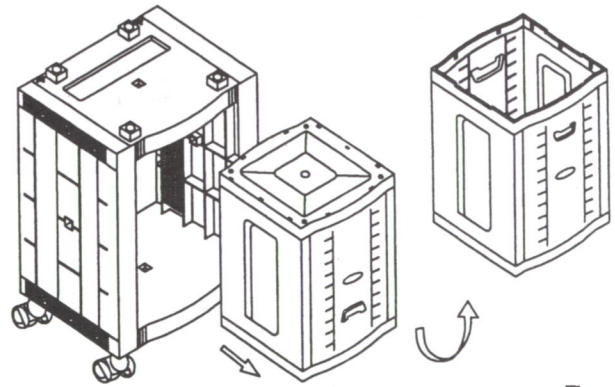


Figure 2

The waste basket is placed upside–down in the cart for shipment. Pull the waste basket out. Turn it over and make sure that its opening is facing upwards.

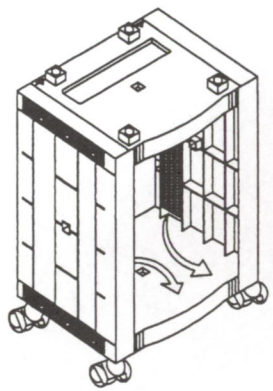


Figure 3

Remove the foams from the inside of the rolling cart.

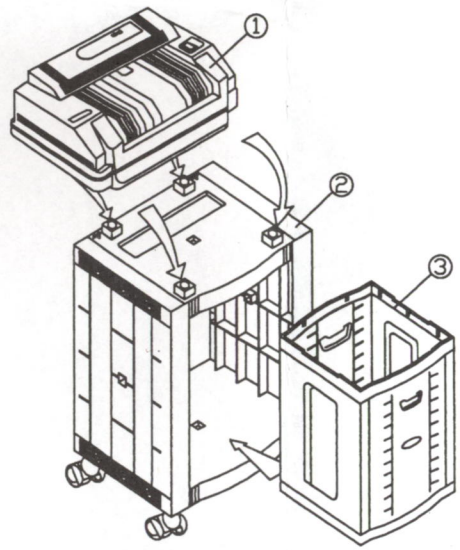


Figure 4

Place the Main Unit (1) on the rolling cart (2). Make sure that the four squares on the top of the cart are fitted into the four slots on the bottom of the shredder. Also make sure that the waste–basket (3) is completely inserted into the rolling cart.

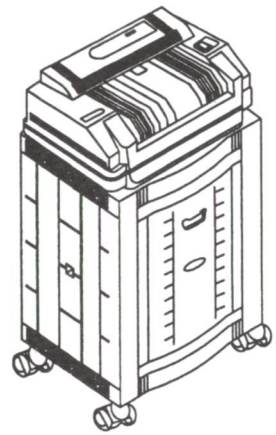


Figure 5

FINAL ASSEMBLY